

GEOS Training for Permit Applications

The Georgia Environmental
Protection Division

GEOS Technical Assistance site: <https://epd.georgia.gov/geos>

What is GEOS?

- The [Georgia EPD Online System \(GEOS\)](#) is a portal for online electronic permit applications including NPDES Municipal Wastewater Discharge Permits, Title V Air Quality Permits, Scrap Tire Waste Reduction, Scrap Tire Compliance, Brownfields, Lead Based Paint and Asbestos, and Trust Fund and Fee Management.
- New applications will be added to GEOS over time.

What are the benefits of GEOS?

- Improving Program effectiveness and efficiency.
- Reduced workload for managing data.
- Reduction in printing and mailing costs.
- Gives permittees the ability to track their permit status electronically.

GEOS Website:

This should be your starting point

<http://epd.georgia.gov/geos>

- Training material and documentation
- FAQ
- Training calendar
- Important Links (GEOS testing and live site)
- Information about GEOS

The Overall GEOS Path

1. Understanding GEOS account groups and types.
2. Creating/Managing an account for GEOS.
3. Fill out/Submit application(s) within GEOS.
4. Managing/Tracking Applications within GEOS

Account Groups & Privileges

User Type	Purpose	Account Privileges
Fee Payment	Fee Payment Account Type is designed for user who only wants to use GEOS to make payments.	<ul style="list-style-type: none"> • View and submit Online Payment • Track account transactions
Preparer	<p>A preparer is someone who is assigned by a RO to create and prepare applications for their facility.</p> <p>The preparer has no right to actually submit an application but can prepare applications for a single or multiple ROs that they have been associated with. The types of application and the facilities that the preparer can prepare applications for are all defined by the RO. An RO can be associated as a preparer for another RO.</p>	<ul style="list-style-type: none"> • View and prepare an electronic data entry form in GEOS • View submitted data in GEOS • Keep track of the status of submitted records • Keep track of issuances

Account Groups & Privileges

User Type	Purpose	Account Privileges
Responsible Official (RO)	Generally only the RO account can certify and submit applications in GEOS.	<ul style="list-style-type: none">• View and prepare an electronic data entry form in GEOS• View submitted data in GEOS• Keep track of the status of submitted records• Keep track of issuances• Certify and submit an electronic data entry form in GEOS• Associate a consultant to their account to prepare applications• Make fee payments

Account Groups & Types

GEOS has three account groups and nine account types for the regulated community. Your access to these account types will be determined by the account group you belong to.

Account Group	Account Type
Fee Payment	Fee Payment
Preparer	Preparer
Responsible Official	Responsible official for NPDES, Responsible official for Title V, Responsible Official for SIP, Fee Payment , RO/Owner for Scrap Tire, RO/Owner for Brownfield, RO/Owner for Lead-Based Paint and Asbestos, and RO/Owner for Trust Fund Reimbursement Request

Important Notes

- RO Notes

- An RO can maintain only one User Account
- This one account may be assigned RO privileges for certain facilities and preparer privileges for others.
 - *One RO may be designated as a preparer for another RO.*
- An RO can request additional Account Types through the GEOS system
- Generally for an RO to submit an application, they must first be approved by the EPD as the RO for that facility.

- Preparer Notes

- Generally a preparer cannot submit an application, but may prepare applications for a single or multiple ROs with whom they are associated.
- The types of applications and facilities that the preparer can make applications for are all defined by the RO.

RO Preparer Scenario 1

- This is the traditional RO/Preparer relationship. In Scenario 1 the following hold true –
 - These application types requires that there is an RO account in order to submit the application to EPD
 - The RO must associate a facility with their account in order to complete the application
 - There must be a facility associated with the submittal
 - A preparer may be designated by the RO to prepare for the facility
 - When finished the preparer will notify the RO that the application is ready to be submitted to EPD
 - The preparer cannot submit directly to EPD
 - There is a subscriber agreement required for the RO for each facility

RO Preparer Scenario 2

- In Scenario 2 the main point is that if a preparer is designated by the RO then they can directly submit to EPD without the RO knowing or ever being able to see the submission. In this scenario the following hold true –
 - These application types requires that there is an RO account in order to submit the application to EPD
 - The RO is not required to associate a facility with the account depending on the application type
 - No facility is required to submit to EPD
 - A preparer may be designated by the RO to prepare on behalf of the RO if and only if the RO has associated with a facility
 - When finished the preparer can submit directly to EPD
 - There is a no subscriber agreement required for the RO for each facility

RO Preparer Scenario 3

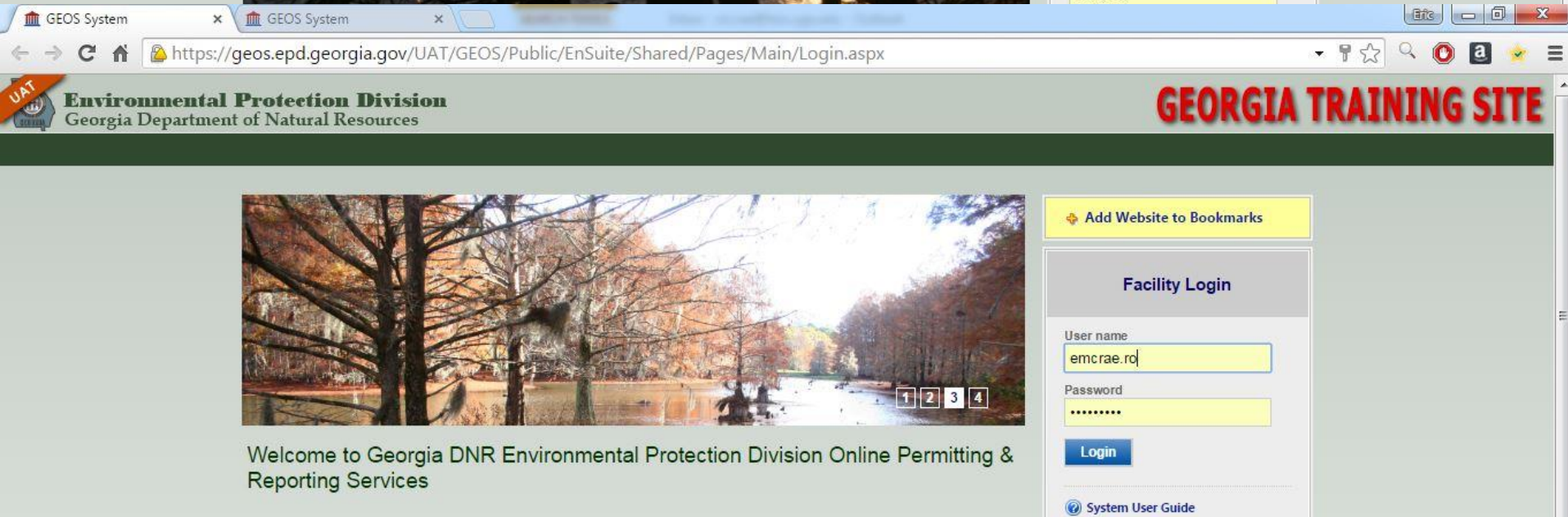
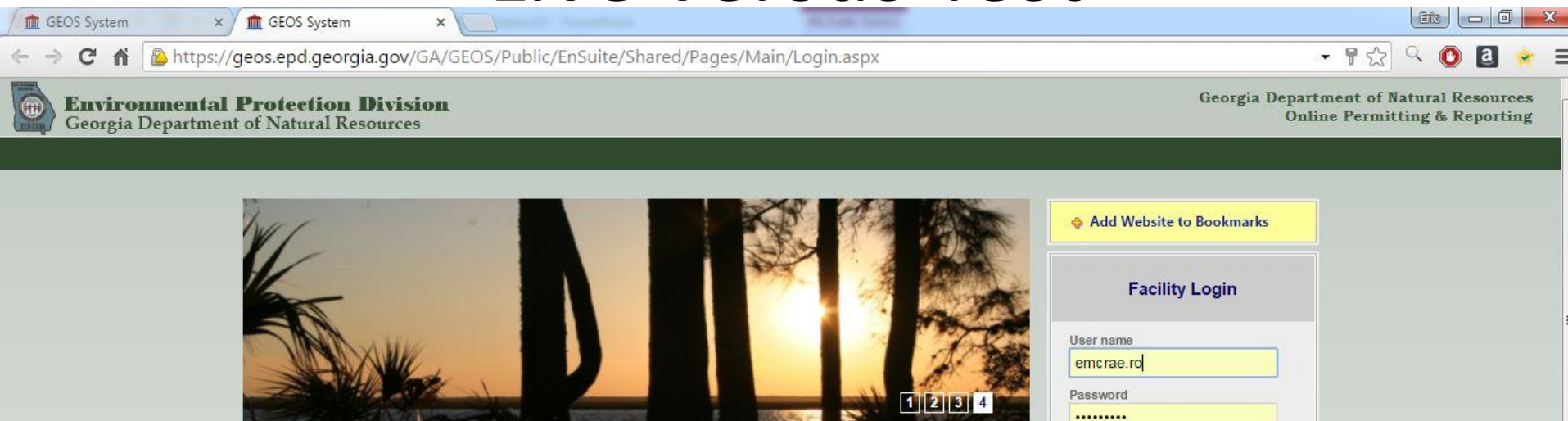
- This is the least common scenario. It is currently only used for Brownfield Application (PPCAP or PPCSR). In Scenario 3 the following hold true –
 - This scenario does not require an RO account
 - There is no facility association with this application
 - A preparer may be designated by the RO to prepare on behalf of the RO
 - When finished the preparer can submit directly to EPD
 - There is a no subscriber agreement required for the RO for each facility

Scenario 1	Scenario 2	Scenario 3
<p>Scrap Tire Processor Permit Application</p> <p>Scrap Tire Sorter Permit</p> <p>Tire Carrier Permit</p> <p>Application for Training Providers of Renovation Activities Accreditation</p> <p>Application for Accreditation of Lead-Based Paint Training Programs</p> <p>Application for NTP for Lead-Based Paint Abatement Project</p> <p>Application for lead services firm certification</p> <p>Annual Blanket Notification Application</p> <p>Project Completion notification for Abatement of Lead-Based Paint</p> <p>Project Completion Notification for Removal /Encapsulation of Asbestos</p> <p>Application for asbestos contractor license</p> <p>Application for asbestos contractor license renewal</p> <p>Application for asbestos contractor company name / address change</p> <p>Application for asbestos contractor agent replacement</p> <p>Local Government Scrap Tire Abatement Reimbursement Application</p> <p>Local Government Scrap Tire Abatement Reimbursement Report</p> <p>HWTF Request for Reimbursement</p> <p>HWTF Request for Advance</p> <p>SIP</p> <p>Title V</p> <p>NPDES</p> <p>GUST Trust Fund - Request for Reimbursement</p>	<p>Retail Tire Dealer/Scrap Tire Generator ID Number Application</p> <p>Scrap Tire Processor Permit Pre-application</p> <p>Tire Retreader Registration</p> <p>Brownfield Cost Certification</p> <p>Application for Renovator Certification</p> <p>Application for Renovation Firm Certification</p> <p>Dust Sampling Technician Application for Certification (Includes provisional)</p> <p>Application for lead discipline certification (Includes provisional)</p> <p>Application for lead discipline certification</p> <p>Spanish lead worker</p> <p>Asbestos Project Notification Abatement</p> <p>Asbestos Project Notification Courtesy</p> <p>Asbestos Project Notification Demolition</p> <p>Asbestos Project Notification Live Fire Training</p> <p>Pre-post training Notification</p> <p>GUST Trust Fund - Application</p> <p>RRP Pre-Post Training Notification</p>	<p>Brownfield Application (PPCAP or PPCSR)</p>

Default Preparer Application Types

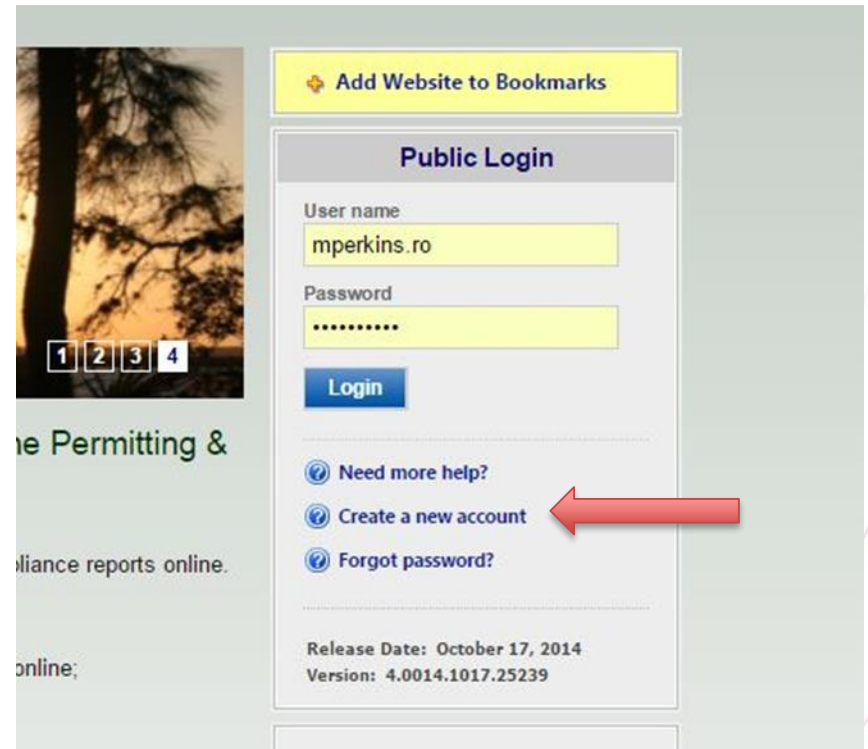
- Scenario 1 -
 - Local Government Scrap Tire Abatement Reimbursement Application
 - Local Government Scrap Tire Abatement Reimbursement Report
 - Title V Air
 - NPDES Municipal Waster Water
- Scenario 3 -
 - Brownfield Application (PPCAP or PPCSR)

Live versus Test




Account Creation

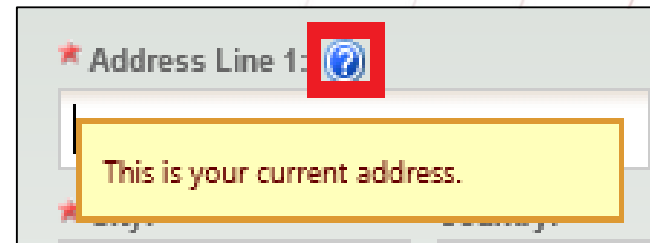
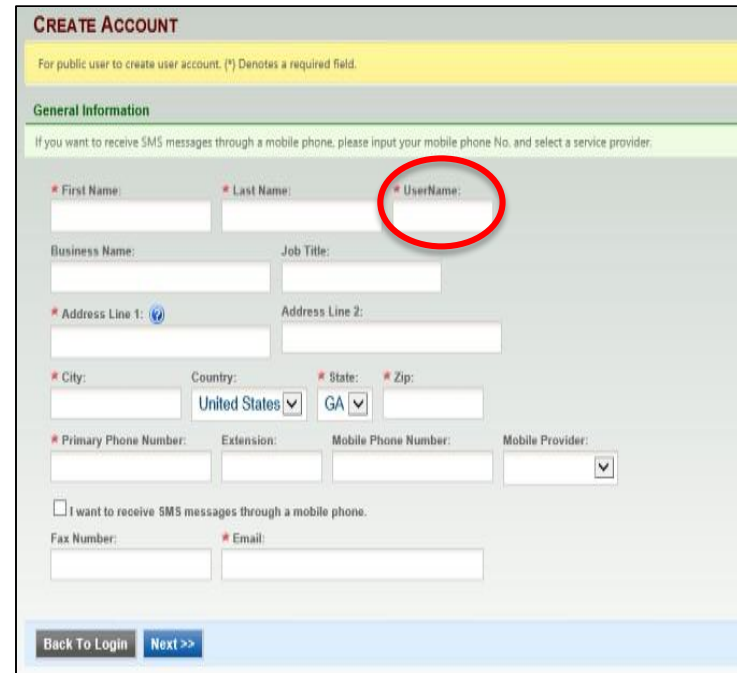
- Navigate to <https://geos.epd.georgia.gov/UAT/GEOS/Public>
- Click the “Create a New Account” link on the login page.



The screenshot shows a web interface for the GEOS system. On the left, there is a vertical image of a tree with a small navigation bar containing numbers 1, 2, 3, and 4. Below the image, the text 'Permitting &' is visible. On the right, there is a 'Public Login' section. At the top of this section is a yellow button labeled 'Add Website to Bookmarks'. Below it are two input fields: 'User name' with the text 'mperkins.ro' and 'Password' with masked characters. A blue 'Login' button is positioned below the password field. Under the login fields, there are three links: 'Need more help?', 'Create a new account', and 'Forgot password?'. A red arrow points to the 'Create a new account' link. At the bottom of the login section, the release date is 'October 17, 2014' and the version is '4.0014.1017.25239'.

Account Creation

- Enter in your personal identification and contact information.
- Any field that contains a * is required and must be filled to continue.
- By placing the mouse over the , a help box will display to provide additional information



Account Creation

- Select preparer for both account group and account type.
 - Note: We will discuss the RO creation process in a moment
 - Note: If you are of Account Group “Fee Payment” then select Account Type “Fee Payment”

CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.

A username will be suggested to you when you enter your first and last name. You may c

★ Account group: ☐ Fee Payment ☒ Preparer ☐ Responsible Official

★ Account type: ☒ Preparer

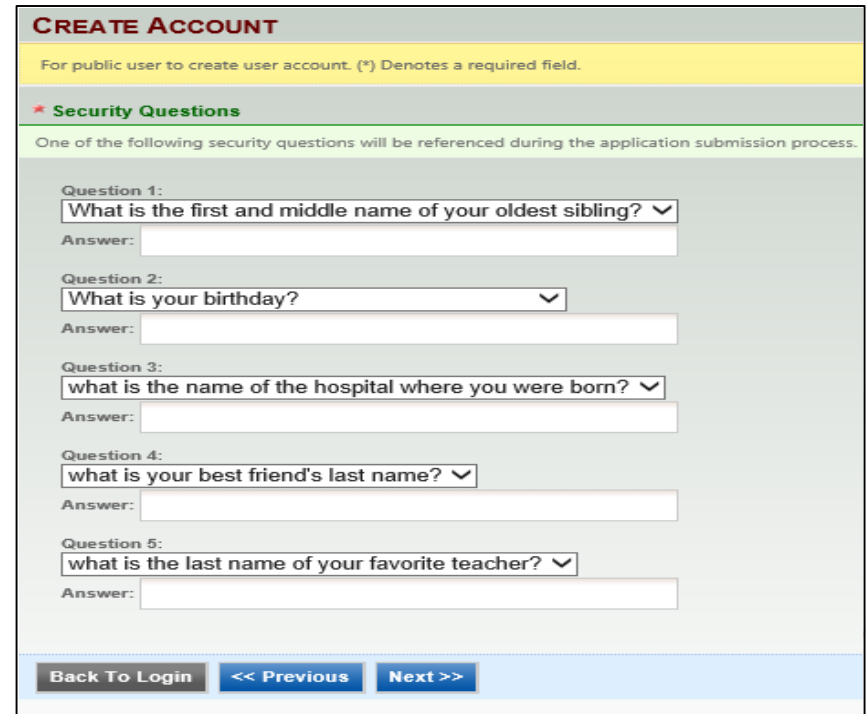
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Account Creation

- Next you will need to provide answers to a few security questions. These questions will be used later to retrieve a lost password and used to submit applications.
- Answers are case sensitive!!



CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.

★ **Security Questions**

One of the following security questions will be referenced during the application submission process.

Question 1:
What is the first and middle name of your oldest sibling? ▼
Answer:

Question 2:
What is your birthday? ▼
Answer:

Question 3:
what is the name of the hospital where you were born? ▼
Answer:

Question 4:
what is your best friend's last name? ▼
Answer:

Question 5:
what is the last name of your favorite teacher? ▼
Answer:

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Account Creation

- To finalize account creation, a CAPTCHA needs to be verified. Once verified, the account will be created.
- The system will display instructions on how to activate the account so that all features can be opened.



Picture Verification

Enter the characters you see in the picture (case sensitive). The characters are drawn

Nd aZKM

★ Enter the characters you see:

[Back To Login](#) [<< Previous](#) [Create Account](#)



CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.

 Congratulations! Your account has been created successfully. Please check your e-mail for your temporary password. To have your account fully functional, please follow the instructions below:

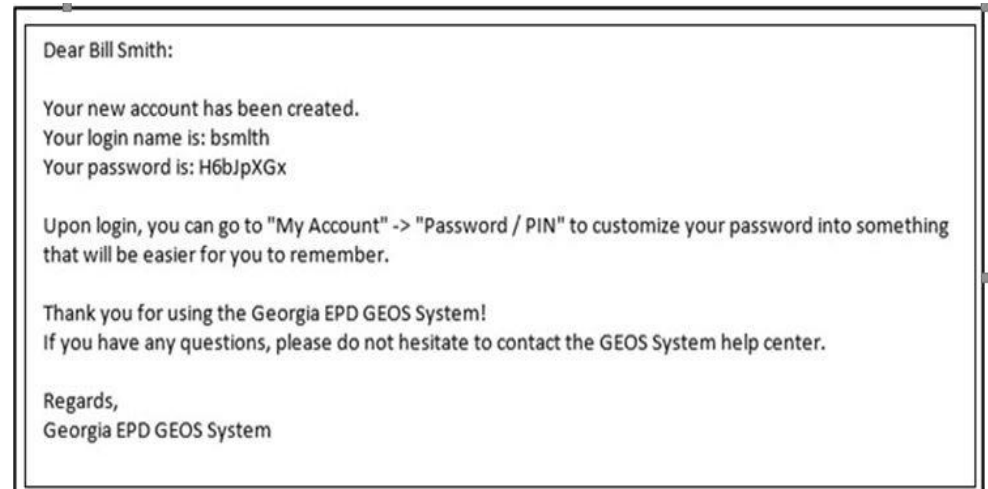
1. If you are registered as a Responsible Official, please print out and mail your signed Subscriber Agreement to EPD. Your "certification and submission" access will be granted after EPD reviews and approves your signatory identity.
2. If you are registered as a Preparer, please inform corresponding Responsible Official of your new account. You can start prepare for the RO, after the RO associates your account with his/hers."

[Back To Login](#) [Print Subscriber Agreement](#)

If you are registered as a RO, you are required to sign and mail a hard-copy Subscriber Agreement to EPD.

Account Creation

- You will receive an e-mail notification of the account creation with your login name and randomly generated password.
- You can use this information to login into the GEOS Public Portal.



Account Creation

RO Specific

- RO account is essentially the same except for a few minor differences
 - You have to select one or more “Account Types”
 - You have the option to associate one or more facilities with your account. You may choose to do this at a later time.
 - You will be required to print, sign and physically mail a “Subscriber Agreement” for each facility.

Account Creation - RO Specific

Select the account type reflecting the Application(s) for which you are responsible.

CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** field below.

★ Account group: ☐ Fee Payment ☐ Preparer ☒ Responsible Official

★ Account type: ☐ Responsible Official for NPDES ☒ Responsible Official for TitleV ☐ Responsible Official for SIP ☐ Fee Payment ☐ RO/Owner for Scrap Tire ☐ RO/Owner for Brownfield ☐ RO/Owner for Lead-Based Paint and Asbestos ☐ RO/Owner for Trust Fund Reimbursement Request

Associated Facility List

ID	Name	Address	Submittal Type	Status
Associate New				

If you do not see your facility, please contact:

For NPDES Municipal permits:
404-463-1511

For Title V permits:
404-363-7000

For Scrap Tire, Brownfield, Lead-Based Paint and Asbestos, and Trust Fund:
404-656-7802

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Click 'Associate New' to choose the name of your associated master facility from the provided list.

Account Creation

RO Facility Association

- After clicking “Associate New” use the Search Master Facility tool to locate your facility
 - Leaving the search field blank and clicking search will return all facilities in the system.
- Check the facility(s) and application(s) for which you are responsible
- If you cannot find your facility(s), EPD will need to add it to the list
 - You may still proceed with your account creation by clicking “Close” and then clicking “Next” on the previous screen

Search Master Facility

Master Facility Name: Facility Identifier: Address:

1 - 2 of 2 item(s)

	ID	Name	Address	Submission Type
<input type="checkbox"/>	73	BIRDSONG PEANUT CO.	107 Findley Rd , Sylvester , GA 31791	<input type="checkbox"/> NPDES Municipal Application <input type="checkbox"/> Online Payment - FIMS <input type="checkbox"/> Title V Application
<input type="checkbox"/>	2275	BIRDSONG PEANUT CO.	608 Main St , Colquitt , GA 39837	<input type="checkbox"/> NPDES Municipal Application <input type="checkbox"/> Online Payment - FIMS <input type="checkbox"/> Title V Application

Account Creation

RO Subscriber Agreement

- The RO is required to print, sign and mail a Subscriber Agreement to EPD
- Click the “Print Subscriber Agreement” link, GEOS will auto-fill the subscriber agreement form.
- *Note: Fee payment does not require a Subscriber Agreement*

CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.

! Congratulations! Your account has been created successfully. Please check your e-mail for your temporary password. To have your account fully functional, please:

1. If you are registered as a Responsible Official, please print out and mail your signed Subscriber Agreement to EPD. Your "certification and submission" access will be granted after EPD reviews and approves your signatory identity.
2. If you are registered as a Preparer, please inform corresponding Responsible Official of your new account. You can start prepare for the RO, after the RO associates your account with his/hers."

[Back To Login](#) [Print Subscriber Agreement](#)

If you are registered as a RO, you are required to sign and mail a hard-copy Subscriber Agreement to EPD.

Georgia EPD Online System (GEOS)
for Permitting, Compliance & Facility Information

Subscriber Agreement

Environmental Protection Division
2 Martin Luther King Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334

The Subscriber Agreement should be used by facility's responsible official(s) who would like to electronically apply permits/license from the EPD or submit compliance reports to the EPD.

A. Subscriber Information

GEOS User ID:	75	GEOS User Name:	bsmith
Subscriber Name:	Bill Smith		
Email Address:	bsmith@aragoninc.com		
Phone Number:	() 404-294-3432 ext. : () ext.		

B. Facility/Permit Information

Signing privileges are requested for the following facility:

Facility FIS ID:	3287	Facility Name:	ARAGON	Permit #:	GA0026182-0
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Type of Request (Select Only One):

☐ NEW: the first request for this user account to act as the RO for above facilities

☐ REQUEST FOR REACTIVATION: a re-activation of the user account to act as the RO for above facilities

☐ CONTINUATION WITH NEW AUTHORIZATION: an updated subscriber agreement submitted because the signatory authority and/or subscriber at the facility has changed

Specific the RO(s) to be replaced: _____

☐ INACTIVATION: Explain reason for inactivation in the box below and identify whether the inactivation is temporary or permanent

Facility ID(s): 3287

Notes to EPD (Optional unless Inactivating):

RO Delegation of Authority

- It is possible for a Responsible Official (RO) to delegate their authority for permit submissions to another individual.
- This can be done using the 'RESPONSIBLE OFFICIAL AUTHORIZATION OF DELEGATION' form which can be found on the EPD GEOS technical assistance site here: <http://epd.georgia.gov/geos/documents/responsible-official-authorization-delegation>
- There are plans for the ability to delegate authority to be added within the GEOS system in a future release.

Dashboard



1. 'Start a New Submittal' allows the user to start a new submittal from the dashboard.
2. 'Upcoming Submittal Obligations' is specifically prepared for site to submit obligation report.

(2 continued) Under monitoring period, the site can see all obligation reports under this section. When the date passes report start date, the "Edit" button will be enabled.

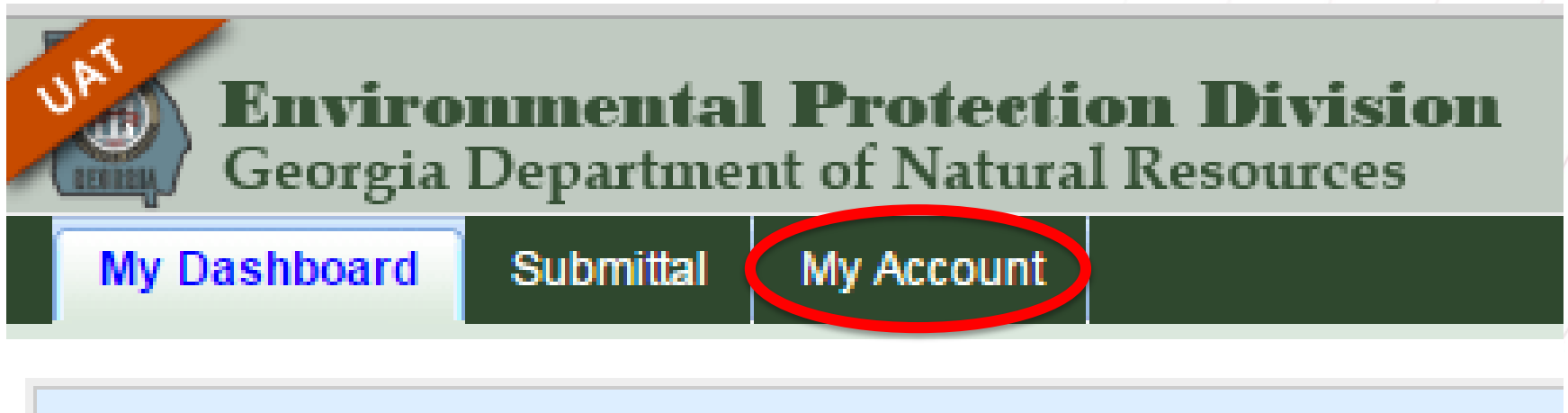
3. 'Search Account Transaction' allows user to search all transactions in FIMS by searching account ID. The user will be required to type in the pin number to access account information.

4. 'Message Center' provides information that needed the user's attention. Information includes link to any communication done via GEOS. This provides a shortcut for the user to see e-mails or correspondence messages that were sent to them.

5. 'Permit/Licenses' here the user can view all permit/licenses/issuance that have been issued to the user. The user can access related submittal form by clicking through the link of submission name.

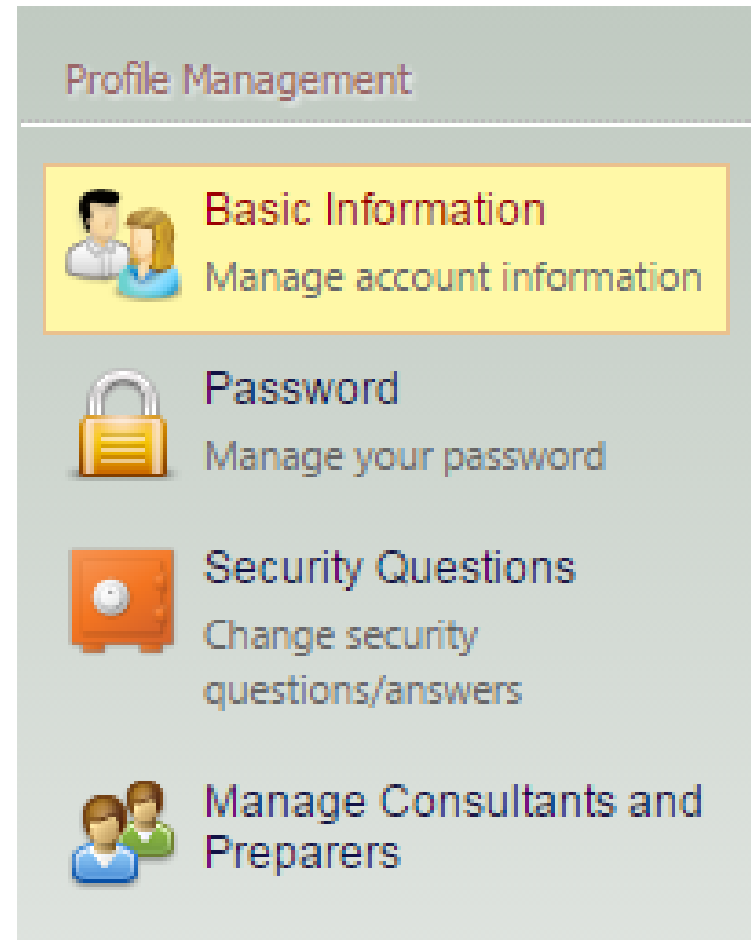
Managing Account Settings

- It's important to keep your information up to date in GEOS. You can manage your account information by clicking 'My Account' in the menu bar:



Managing Account Settings

- In 'Basic Information', you can change your name and contact information
- Click the 'Password' and/or the 'Security Questions' links to modify these settings.
- If you are an RO you are to review and edit consultant information by clicking the 'Manage Consultants and Preparers' link

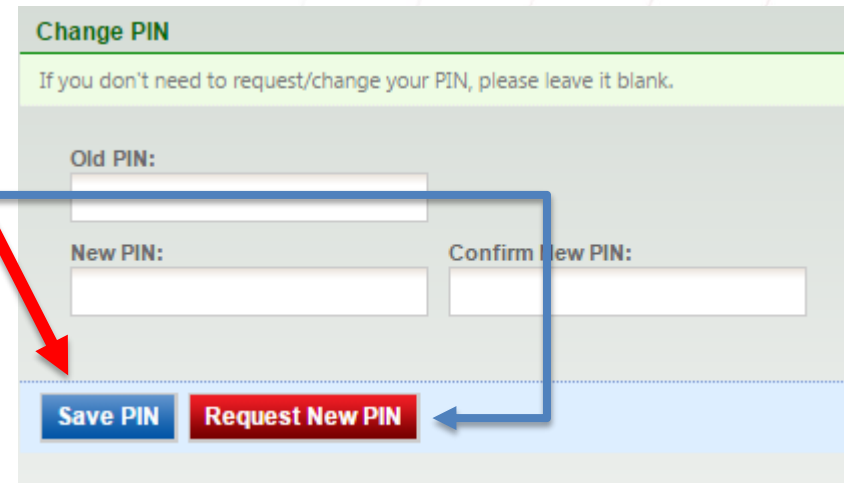


Basic information section

- Depending on your Group and Type, you will see multiple tabs such as 'General Information', 'Address Information', 'Associated RO', 'Associated Facilities' and 'Attachment'.
- The 'General Information' and 'Address Information' allow for updating and managing these data items.
- If you are a preparer, the 'Associated RO' tab allows you to see RO and facility information as well as permission level and application types.
- If you are an RO, the 'Associated Facilities' tab allows you to see your facilities as well as associate a new facility for which you will serve as a Responsible Official. An RO may add additional account types here.
- The 'Attachment' tab will allow you to upload documents.

Password Section

- This section contains two tabs one allows you to change your password the other allows you to change your PIN or request a new PIN.
- There is a Forgot Password on the Login Page.
- Changing the PIN and Requesting a new PIN are two separate actions.





The screenshot shows a web form titled "Change PIN". Below the title is a green instruction bar: "If you don't need to request/change your PIN, please leave it blank." The form contains three input fields: "Old PIN:", "New PIN:", and "Confirm New PIN:". At the bottom are two buttons: "Save PIN" (blue) and "Request New PIN" (red). A red arrow points from the text "Changing the PIN and Requesting a new PIN are two separate actions." to the "Request New PIN" button. A blue line with arrows at both ends connects the "New PIN:" and "Confirm New PIN:" fields to the "Request New PIN" button, indicating that these fields are used for that action.

Security Questions Section

- This section allows you to update and change your security questions.
- The security questions and PIN are the credentials used for certification and submission.
- Don't forget to fill out the section on the reason for changing the answers

Manage Consultants and Preparers Section

- In this section, an RO user can see a grid view of preparers that have been associated to their account.
- The grid view lists out who they have associated with them and for which facility and application type, as well as the effective dates of this association.
- If you want to de-associate the user, simply click on the  to remove them.
- By clicking on the  icon, you can see a detailed view of the associates' setting.

Adding a new 'Preparer'

- To add a new preparer, the system first prompts for the preparer's e-mail, which means the preparer is required to have an account in GEOS first.
- Next, GEOS asks for the effective date and expiration date of this association, if any.

Consultant Information

★ Email

★ Effective Date

Expiration Date

Validate & Associate

Adding a new 'Preparer'

- As a third step, the RO needs to 'Add Application Authorizations' to the preparer.
- 'Application Authorization' defines the facility(s) and the application type(s) (i.e. Title V or NPDES) the preparer is allowed to prepare, as well as the permission access.
- Once the association is completed, the preparer can log in and begin working on applications.
- Don't forget to hit 'Save'.

Managing an account for GEOS

- Live Demo

Submitting an Application

1. Select an submittal type
2. Select a facility
3. Enter necessary information on the application form
4. Insert attachment(s)
5. Data validation and completeness check
6. Pay Submittal Fee (If needed)
7. Certification and submission
8. Acknowledgement receipt and confirmation email

Fill out/Submit GEOS application(s)

- Items to note:
 - Internet Explorer 8 or greater is recommended
 - In order to choose a facility for your application, you must be associated with a facility as an RO by EPD or be designated for a facility by an RO.
 - Save/Next both ‘Save’.
 - Next will validate the page.
 - Save will only highlight required items.
 - You may hop around to different sections leaving forms incomplete. Please ‘Save’. You will be prompted if you do not.

Fill out/Submit GEOS application(s)

- Items to note continued:
 - In order to save some items and return to the application, you must select 'Cancel'. This is counterintuitive but how the system works. (example: Title V - Section F: Emission Source)
 - Some pop-up forms occur high on the page and require scrolling up to see them. This can cause confusion. (example: Title V - Search HAP in section A)

Fill out/Submit GEOS application(s)

- Reminders from EPD:
 - Don't overthink what you need to enter into GEOS. GEOS allows for a lot of data to be entered but only the required fields are necessary.
 - For example, you do not need to get into too much detail with calculation methodologies. Simply stating "Calculation" in the description/comment will suffice.
 - The system is not being used to cross check with other electronic systems.
 - For example, in Title V, continue to enter stack data as in the old application. It does not need to match the Emissions Inventory or Fees collection data exactly.
 - When in doubt, put what you think you should and explain in the comments.
 - Emailing questions is better than calls. When a question is emailed, it is easier to get the info to you and the question can be added to the FAQs thereby helping others.

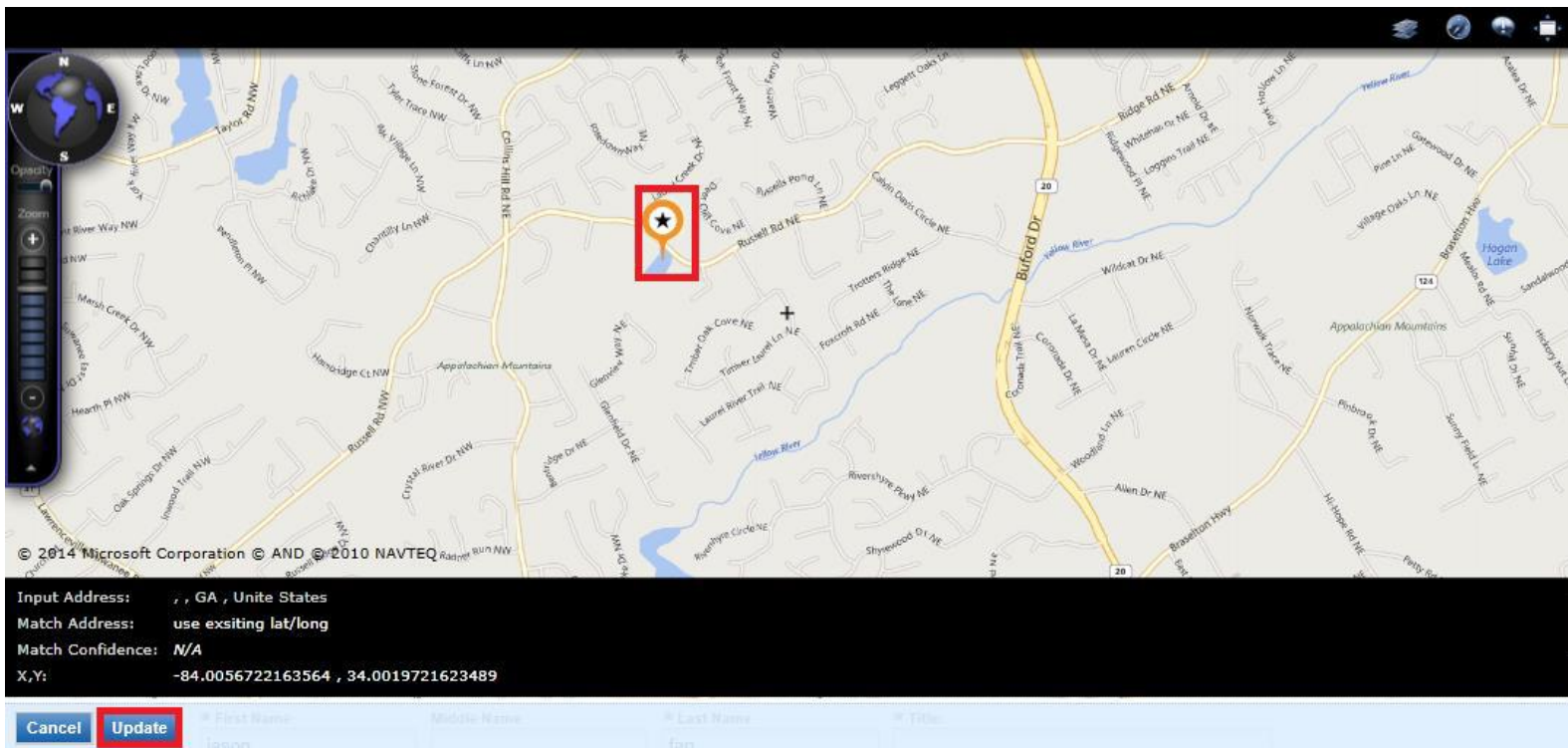
Mapping Information

- GEOS provides a GIS function so that the applicant can view the location of the facility selected in order to verify that the facility selected is correct.
- The GIS function can also be utilized in allowing the user to use a map to pinpoint the GIS location.

The screenshot displays a web form with a light green header bar. Below the header, there are three rows, each consisting of a text input field followed by a 'Get Lat/Long' button. Further down, there is a section for address verification. It includes a text input field, a dropdown menu currently showing 'GA', and a text input field containing '30143'. Below these is a label 'Facility Address 2:' followed by another text input field. Underneath, there is a 'State:' label with a dropdown menu showing 'GA', and a 'Zip:' label with a text input field containing '30143'. At the bottom of this section is a button labeled 'Display Lat/Long on Map'.

Mapping Information

- The user can click on the 'Get Lat. /long' button and move the cursor to the desired location. Once the desired location is selected, the user can click the 'Update' button to populate the lat. /long with the pinpoint location's lat. /long.




Protected Information

- All information input and/or uploaded as attachments into the GEOS system should be considered Publically Available and should be treated that way by the Preparers.
- If a Preparer feels that there is a need to include information not subject to disclosure an applicant should do the following:
 - Checkmark the box stating that “Information not subject to disclosure under the Georgia...” is included in the application.

A. GENERAL INFORMATION

★ This application includes Information the Applicant Claims is Protected Under Georgia Law from Disclosure to the Public: ☐ Yes ☐ No



Protected Information

- Instead of entering the protected piece of information, the phrase [REDACT###] should be used in the entry field.
 - ### should be incremented by the Preparer for each subsequent piece of information that is “not subject to disclosure...”

The screenshot shows a web-based data entry form with the following fields and redactions:

- General Information** (Section Header)
- Emission Unit Type**: Reactor Vessel
- Description:** [REDACT001]
- Manufacturer:** [REDACT002]
- Model Number:** [REDACT003]

The redacted entries [REDACT001], [REDACT002], and [REDACT003] are each circled in red. The form has a light gray header and a white body with blue text for labels and redacted values.

Protected Information

- Once the application is finished, the Preparer will be able to generate and download the “Redact Report” in the Attachment section
 - The Preparer will then fill in the “Redacted Information” on the “Redact Report” with the Privileged Information
 - This report will only be able to be submitted by hard copy
 - Do not include electronic versions of the Redact Report or any Privileged Information within GEOS

Preparer Submission

SUBMIT APPLICATION (APPLICATION ID: 41420)

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your application.

Certification of Submission

☐ * I hereby certify that I am the owner or authorized agent of the owner, of the described property. Further, I consent to the inspection to be done as described.

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent GEOS's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to the User ID and Password, may be terminated by our discretion at any time.

Question: what is your favorite book?

Answer: itos.prep

PIN:

Disclaimer

The GEOS system of Georgia, its agencies, officers, or employees would dedicate their bests to protect your Trade Secret Information. However personally identifiable information privacy is a new and some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. Township and its GovOnline system development company specifically disclaim any and from the accessing the web site, or from reliance upon any such information.

[Exit](#)[Previous](#)[Notify owner ready for review and submittal](#)

This application can only be submitted by the owner or authorized agent. Please contact the owner or authorized agent stating this application is ready for his/her review and submittal.

Preparer Submitted

Application > Wizard Panel > Submit

SUBMIT APPLICATION (APPLICATION ID: 41420)

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your application.

Certification of Submission

☒ ★ I hereby certify that I am the owner or authorized agent of the owner, of the described property. Further, I consent to the inspection to be done as described.

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent GEOS's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irreversibly, the User ID and Password, may be terminated by our discretion at any time.

Question: what is the name of the hospital where you were born?

Answer: itos.prep

PIN:

Disclaimer

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[Exit](#) [Previous](#) [Notify owner ready for review and submittal](#) [Email sent.](#)

This application can only be submitted by the owner or authorized agent. Please contact the owner or authorized agent stating this application is ready for his/her review and submittal.

Managing Applications within GEOS

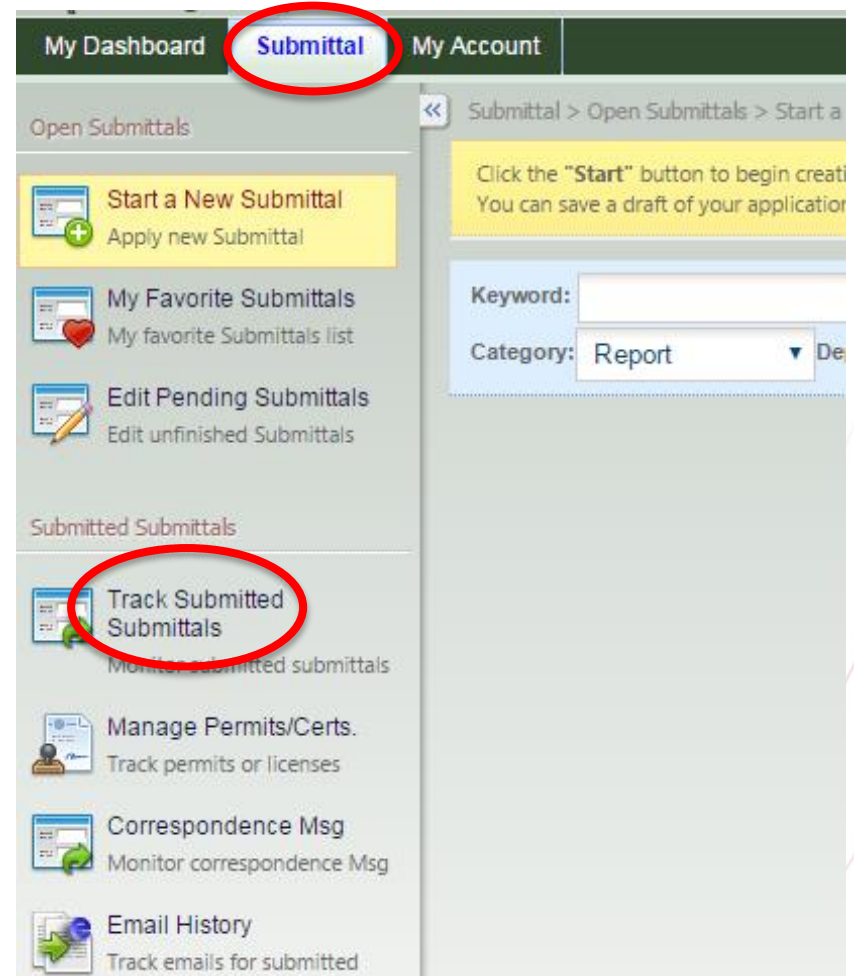
Tracking Submittals

- GEOS provides the following features to track submittals:
 - Ability to review submittal
 - Tracking Submission Status and Work Activities
 - View issuance status
 - Communicate with EPD
 - E-mail tracking of notifications from EPD

Managing Applications within GEOS

Tracking Submissions

- To track applications, navigate to the 'Submittal' menu bar and click "Track Submitted Submittals".
- From here you may find submittals using the search toolbar to filter your selection.



Managing Applications within GEOS

Review Submissions

- From the Submitted Applications list, click ‘View’ to see a submitted application’s details. The applications details are broken down into the following tabs:
 - **Submittal:** View information related to the submission and status
 - **Attachment:** Displays any attachments that have been uploaded to GEOS during submission process. The applicant can upload additional sets of attachments in this page.
 - **Payment:** Displays total application fee, payment made and fee balance as well as any pending balances on the application fee.
 - **Work Activities:** The status of an application’s work activity is noted as either: Scheduled, Cancelled, Overdue, or Completed.
 - **Correspondence:** Allows applicant to initiate email correspondence with agency users, but visible to third-party users as well.
 - **Email History:** Displays a list of emails that have been system generated.
 - **Issuance:** Any issuance documents may be accessed here.

Managing Applications within GEOS

Review Submissions

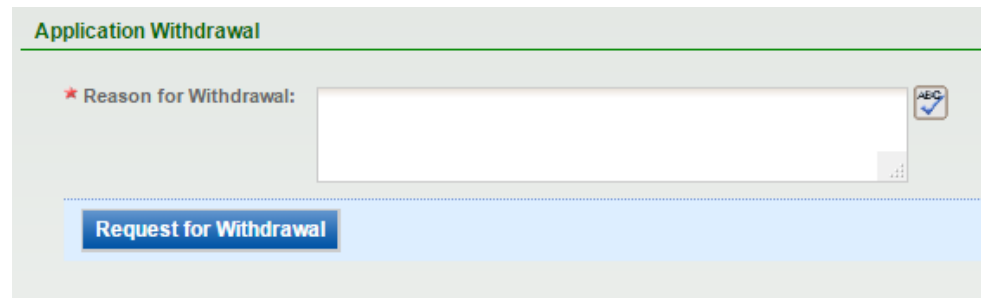
- If you need to copy your submission because of the similarities with a new submission, the 'Copy Application' button will create a new application and transpose all the data that was filled in on the previous application.
- *Please note the copy function is currently disabled*

The screenshot displays the 'Track Submitted Apps' page in the GEOS system. At the top, a breadcrumb trail reads 'Application > Submitted Applications > Track Submitted Apps'. Below this, a navigation bar includes a 'Back to Search' link and a 'Copy Application' button, which is highlighted with a red rectangle. The main content area shows details for a submitted application: Facility: NUTRASWEET CO., (40203) Title V Application, Owner: Mike Perkins, Submitted on: 5/19/2015 3:14:34 PM (Timespan: 1 days), and Address: 1762 Lovers Ln, Augusta. To the right, summary statistics are listed: Sub Type: Online, Required Documents: 4, Total Amount: \$0.00, and Inspections: 0 (Ongoing). Below the details, a horizontal tab bar is visible, with the 'Application' tab selected and highlighted by a red rectangle. Other tabs include Attachment, Payment, Correspondence, Email History, Work Activities, and Issuance. A yellow banner below the tabs instructs the user to 'Click the form link under "Application Form(s) Detail" to view the submitted Application Form.' The 'Application Basic Information' section at the bottom provides a structured overview of the application details.

Application Basic Information	
App ID:	40203
App Name:	Title V Application
Submitted Date:	5/19/2015 3:14:34 PM
Submitted by:	Mike Perkins 1180 East Broad Street Athens GA 30602 7065423436

Request for Application Withdrawal

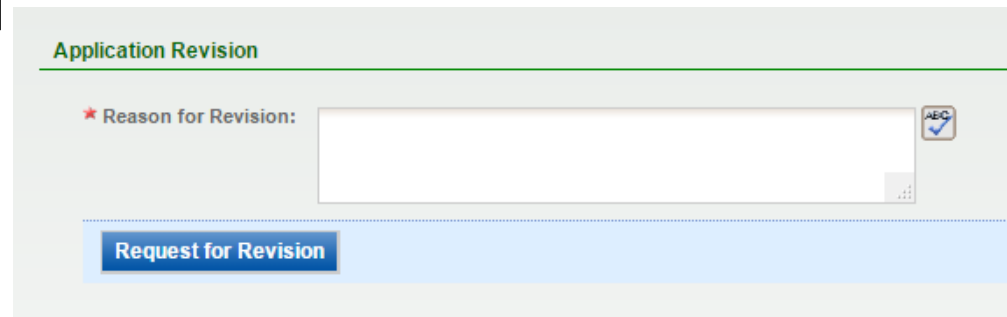
- GEOS currently only allows the user to request for a withdrawal.
- The request for withdrawal option is located in the 'Track Submitted Application' tab in the detailed view.
- EPD will make a decision of whether or not to approve or deny the request.
- If the withdrawal was approved, the status will mark the submission as withdrawn and no further action can be taken.



The screenshot shows a web interface for 'Application Withdrawal'. At the top, the title 'Application Withdrawal' is displayed in green. Below it, there is a red star icon followed by the text 'Reason for Withdrawal:'. To the right of this text is a large, empty white rectangular input field. In the top right corner of the form area, there is a small blue square icon with a white checkmark and the letters 'AEC'. Below the input field, there is a blue button with the text 'Request for Withdrawal' in white. The background of the form is light gray.

Request for Application Revision

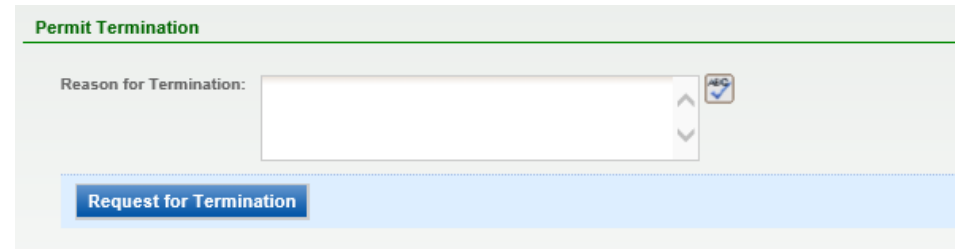
- The request for revision option is located in the 'Track Submitted Application's tab' tab in the detailed view.
- EPD will make a decision of whether or not to approve or deny the request.
- If the submission is approved for revision, a new application will be created with the status set as 'Revision'.
 - This will let the user revise their past submission and the old submission will be marked as 'Revised Archived'.
 - No further action can be taken on the old submission.



The screenshot shows a web form titled 'Application Revision' with a green header bar. Below the title, there is a red star icon followed by the text 'Reason for Revision:'. To the right of this text is a large, empty text input box. In the top right corner of the input box area, there is a small icon of a document with a checkmark and the letters 'AEC'. Below the input box, there is a blue button with the text 'Request for Revision' in white. The entire form is set against a light gray background.

Request for Permit Termination

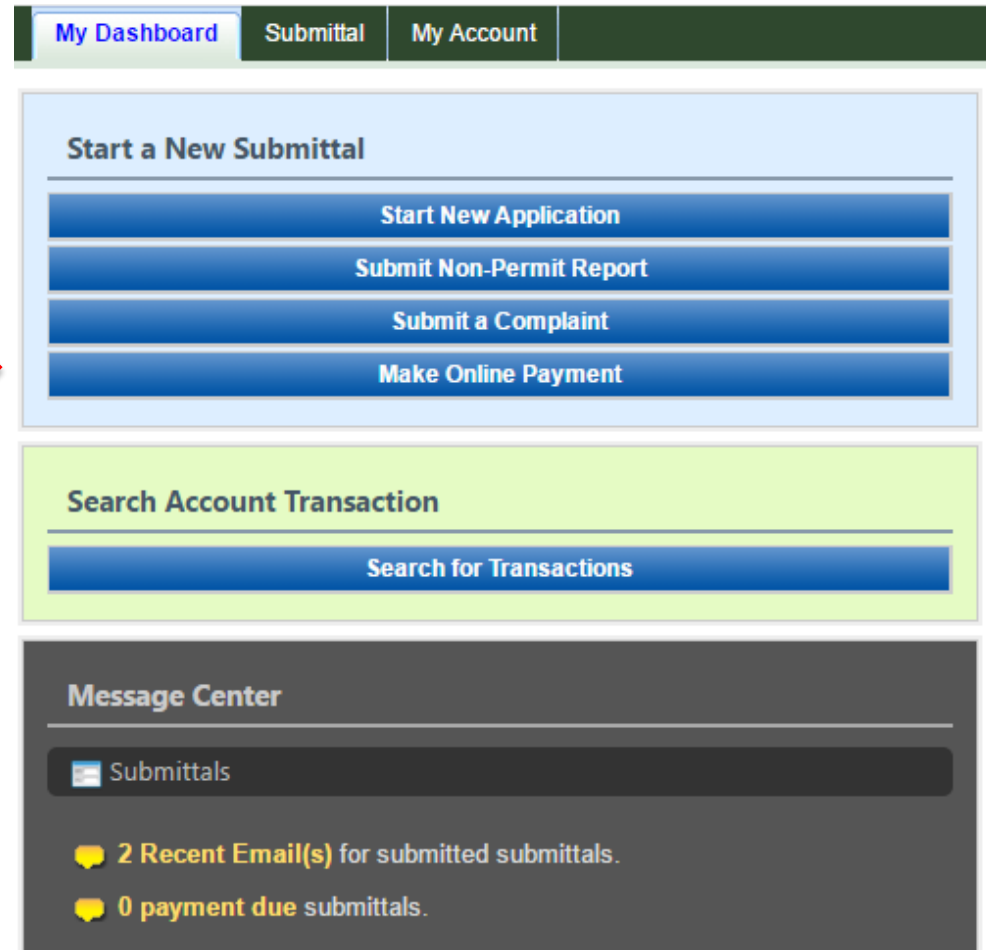
- If a final permit has been issued by the EPD through a GEOS submission and the applicant decides that the permit is no longer needed
- The request for termination option is located in the 'Track Submitted Application's' tab in the detailed view and can also navigate to this section through the 'Manage Permit/Certification' module.
- By doing so, the EPD will make a decision of whether or not to approve or deny the request.
- If the agency approves of the termination, the submission will then be terminated and no longer be modified.



The screenshot shows a web interface for 'Permit Termination'. At the top, there is a green header bar with the text 'Permit Termination'. Below this, the label 'Reason for Termination:' is followed by a text input field. To the right of the input field is a small blue square button with a white checkmark and the text 'AEC'. Below the input field and button is a blue button with the text 'Request for Termination'.

Submit Online Fee Payment

- Click on the “Make Online Payment” button to submit a Payment.



The screenshot shows a web dashboard with a dark green header containing four navigation tabs: "My Dashboard" (highlighted in light blue), "Submittal", "My Account", and an unlabeled tab. Below the header, the dashboard is divided into three main sections:

- Start a New Submittal** (light blue background): Contains four blue buttons stacked vertically: "Start New Application", "Submit Non-Permit Report", "Submit a Complaint", and "Make Online Payment".
- Search Account Transaction** (light green background): Contains one blue button: "Search for Transactions".
- Message Center** (dark grey background): Contains a "Submittals" link with a document icon, and two status messages: "2 Recent Email(s) for submitted submittals." and "0 payment due submittals.", each preceded by a yellow speech bubble icon.

Submit Online Fee Payment

- Click the 'Start' button to begin an online payment
- Click next to continue to the next part of the wizard.

The screenshot displays a web application interface for submitting online fee payments. At the top, there are three tabs: 'My Dashboard', 'Submittal' (which is active), and 'My Account'. Below the tabs, the main content area is divided into two columns. The left column contains a sidebar with several options: 'Open Submittals' (including 'Start a New Submittal', 'My Favorite Submittals', and 'Edit Pending Submittals'), and 'Submitted Submittals' (including 'Track Submitted Submittals', 'Manage Permits/Certs.', 'Correspondence Msg', 'Email History', and 'Link Paper Submission'). The right column shows the 'Start a New Submittal' process. It includes a breadcrumb trail 'Submittal > Open Submittals > Start a New Submittal', a yellow instruction box, search filters for 'Keyword', 'Category' (set to 'Fee/Invoice'), and 'Department' (set to '(All)'). Below these is a section titled 'Other Department Submittal Type List' showing 'Total 1 items'. The item listed is 'Online Payment - FIMS', represented by a card icon. At the bottom of this item, there is a 'Start' button, which is circled in red, indicating the next step in the process.

Submit Online Fee Payment

- The User must enter their FIMS Account ID and the Invoice Number.
- Once they do, they will be able to see the general invoice information and how much they have remaining on the invoice.
- Click 'Next' to continue.

ONLINE PAYMENT - FIMS (SUBMITTAL ID: 41267)

Please fill out the form below.

FIMS Account/ Invoice Information

Account ID:

Invoice Number:

Search

Exit

Save

Previous

Next

Submit Online Fee Payment

- User must select a Payment Method.
- A User that is making an Online Payment for their invoice will select the eCheck option.

Outstanding Balance

Online Payment - FIMS (View Fee Schedule)	\$450.00
FIMS Online Payment	
FIMS Online Payment	\$450.00

Payment Method

Fee Amount:	\$450.00
Amount Due:	\$450.00
TOTAL PAYABLE:	\$450.00

Payment Method:

* Account Type: Bank Name:

* Routing Number: * Account Number: Bank Account Name:

Submit Online Fee Payment

- For the final step, the User will need to certify the submission and enter an answer to one of their security questions and enter their GEOS Account PIN Number.

SUBMIT APPLICATION (APPLICATION ID: 41267)

Click on the check box below Certification of Submission if you agree with the terms of use

Certification of Submission

☒ ★ I hereby certify that I am the owner, or authorized agent of the owner, of 1

Security Precautions

To prevent your information from being used inappropriately, we maintain strict security. If you have a password, you are responsible for maintaining the confidentiality of your account.

Question: What is the first and middle name of your oldest sibling?

Answer: Murphy

PIN:

Disclaimer

The GEOS system of Georgia, its agencies, officers, or employees would dedicate no resources to any external sites at their own risk. Township and its GovOnline system is not responsible for any information or actions taken on external sites.

Exit

Previous

Submit

Verify Account Balance

- From the GEOS Public Portal Dashboard, the User can view their current FIMS Account Balance by clicking on the 'Search for Transactions' button.

The screenshot displays the GEOS Public Portal Dashboard with three main sections:

- Start a New Submittal** (light blue header):
 - Start New Application
 - Submit Non-Permit Report
 - Submit a Complaint
 - Make Online Payment
- Search Account Transaction** (light green header):
 - Search for Transactions** (blue button)
- Message Center** (dark gray header):
 - Submittals
 - 2 Recent Email(s) for submitted submittals.
 - 0 payment due submittals.
 - Permits/Licenses
 - No message need your attention.

Verify Account Balance

- The User will be prompted for their FIMS Account Number and their FIMS Account Key (or PIN).
- If you do not have your FIMS Account Key, please contact the relevant GAEPD authority to have your PIN resent.

FIMS Account Transaction

Account ID:

PIN Number:

Search

FIMS Transaction List

1 - 3 of 3 item(s)

Account ID	Account Name	Fee Program	Invoice Number	Transaction Date	Transaction Type	Transaction Amount(\$)
6	GA BAPTIST CHILDREN'S HOME - BAXLEY	Drinking Water		11/24/2015 11:57:00 AM	Payment	-300.00
6	GA BAPTIST CHILDREN'S HOME - BAXLEY	Drinking Water	80005	8/20/2015 6:11:44 PM	Charge	300.00
6	GA BAPTIST CHILDREN'S HOME - BAXLEY	Drinking Water	80005	8/20/2015 6:10:41 PM	BeginBalance	0.00

Close